

# Request for Professional Services Qualifications

**(QBS): Project Title**

First published month date, year

## Project Description

Description of project/scope of work.

*Please see the attached file(s) for more information.*

Project Area: GSF:

Project Area: NASF:

Project Budget: \$

Construction Budget: \$

Project Fee Classification: Classification and Type

*Links to related agreement, policies, statutory requirements, documents and software training can be found at: [www.uocpres.uillinois.edu/architects](http://www.uocpres.uillinois.edu/architects)*

### A) Minimum Qualifications:

Only those firms which meet the following qualifications will be considered for selection:

1. Prequalified with the State of Illinois Capital Development Board. (Processing may take up to 30 days)
2. Professional staff licensed or registered to practice as an Architect, Engineer, or Landscape Architect in the State of Illinois.
3. Certifications & Statutory Requirements and Financial Disclosures & Conflicts of Interest
4. In good standing with the State of Illinois.
5. Registered with the State Board of Elections at time of proposal as required by 30 ILCS 500/20-160
6. For a prime firm that has prior experience with the University of Illinois, a minimum average score of 3 on performance evaluations over the last three years.

### B) Professional Services Consultant Submittal:

To be considered for selection, firms shall submit the following items as shown in section order:

SECTION 1:

- A letter of interest with brief statements addressing each of the evaluation criteria.

SECTION 2:

- Completed sections from the CDB SF 255 that contain the following information:
  - Name, address, telephone number of prime firm
  - Contact person from prime firm and e-mail address
  - Approximate distance from prime firm to project site
  - Percentage of work to be performed by prime firm
  - Percentage of work to be performed by each subconsultant, role each subconsultant will play in the project and if the prime firm has worked with the subconsultant previously

- CMS certified status MBE/WBE/PBE/VOSB/SDVOSB of prime firm and each subconsultant
- Total number of professionals to be assigned to this project

SECTION 3:

- Relevant project experience on completed projects within the last seven (7) years, limited to eight (8) projects for the prime firm and four (4) for each subconsultant

SECTION 4:

- A list of team personnel with each team member's name, project assignment, associated firm, individual professional license(s) or certification(s) and confirmation if licensed or certified in Illinois
- Individual resumes for each team member

SECTION 5:

- MBE/WBE/WMBE/PBE/VOSB/SDVOSB information for professional services consultant and subconsultant(s). Only firms certified with the Illinois Department of Central Management Services (CMS) are acceptable. A current and valid print version of the vendor's CMS Business Enterprise Program (BEP) Vendor Directory results is the printed proof of the CMS certification for each identified MBE/WBE/WMBE/PBE/VOSB/SDVOSB vendor. This document includes the vendor name, address, ethnicity, county, contact information, and certification renewal date and expiration date. Certification must be current and valid at the time of proposal.

The IL CMS BEP Vendor Directories can be found at <https://cms.diversitycompliance.com/>

SECTION 6:

- A copy of the prime firm's CDB prequalification letter.

SECTION 7:

- Completed and signed Certifications and Statutory Requirements form.
- Completed and signed Financial Disclosures and Conflicts of Interest form(s).

Note: In lieu of submitting these forms in each proposal and in PRZM, the proposer may submit a single, completed and signed copy of the forms in a sealed envelope with the required hard copies of the proposal to the contact person listed in this advertisement.

**C) Submittal Information:**

1. Qualifications and supporting materials will be accepted at the address below

until 4:00 PM, prevailing time on  
Weekday, Month Date, Year:

Unit  
Unit Address  
City, State, Zip Code  
Attention: Responsible individual, e-mail address, and phone number

2. Firms shall submit **number (#) packets**, organized and tabbed as indicated above, in hard copy format to the address noted above.
3. The electronic copy of the packet, organized and tabbed as indicated above, shall be submitted in pdf format, using the URL <https://przm.apps.uillinois.edu/przm/ocpweb.nsf/projectsuiuc> to complete and submit the information. **The electronic copy shall be submitted using**

**the web at the URL listed and will not be accepted via email.**

**\*\*NOTE TO CAMPUSES - PLEASE NOTE THAT THE URL address needs to be changed to reflect if the project is a UIUC, UIS, or UIC project and then delete this box. (ie:**

<https://przm.apps.uillinois.edu/przm/ocpweb.nsf/projectsuiuc>

<https://przm.apps.uillinois.edu/przm/ocpweb.nsf/projectsuic>

<https://przm.apps.uillinois.edu/przm/ocpweb.nsf/projectsuis>

4. The electronic submittal is the official submittal of record. Firms shall be disqualified if an electronic submittal is not received. Firms shall notify contact person above of any technical problems PRIOR to the time/date the submittal is due.

**D) Agreement and Statutory Compliance:**

Compliance with all statutory certifications and provisions within the standard Professional Services Agreement is required. Statutory certifications and provisions include but are not limited to:

1. Acceptance of the terms and conditions of the University of Illinois' provisions in:
  - a. Standard Professional Service Agreement.
  - b. Errors and Omissions Policy.
  - c. Scope and Fee Negotiation Policy.
2. Vendors must register with the State of Illinois's Board of Elections as required by 30 ILCS 500/20-160. Vendors must be registered at the time of Proposal.
3. All vendors are required to comply with applicable provisions of the Illinois Procurement Code (30 ILCS 500/1 et seq.).

**E) Computer System Requirements:**

1. Utilization of AutoCAD compatible system.
2. Utilization of the Owner's web-based project management system. Minimum user requirements are as follows:
  - a. Internet Browser
  - b. Valid e-mail account
  - c. Computer-Aided Drawing (CAD) viewer.

**F) Evaluation Criteria**

Selection will be consistent with the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act (30 ILCS 535/1). The following project-related criteria will be used to evaluate the firms requesting consideration for selection:

1. Confirmation of commitment of firm, proposed staff and consultants to perform this work.
2. Prior experience of the proposed project staff in the design and construction of similar projects.
3. Expertise and success in construction cost estimating.
4. MBE/WBE/WMBE/PBE participation of Professional Service Consultant(s) and subconsultants with a goal of 20% of the total value of the professional services agreement, including but not limited to, basic services, supplemental services and reimbursables. Illinois Department of Central Management Services (CMS) Business Enterprise Program certification is the basis for determination of diversity status.
5. VOSB/SDVOSB participation of Professional Service Consultant and subconsultants with a goal of 3% of the total value of the professional services agreement, including but not limited to, basic services, supplemental services and reimbursables. Illinois Department of Central Management Services (CMS) Veteran Business Program certification is the basis for determination of VOSB/SDVOSB status.

6. Additional criteria to be determined by individual campus.

### **G.) Presentation Process at Discussion Meeting**

Vendor(s) may be requested to present their responses to pre-distributed questions or topics for discussion relevant to the project. Questions or topics for discussion will be sent to the vendor(s) when the vendor is notified of the discussion meeting.

**The University of Illinois encourages diversity among its vendors, including the participation of firms and consultants owned by minorities, females and persons with disabilities. The University strives to meet voluntary contract goals established in the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575 et seq.) as well as subsequent adoption by the Business Enterprise Council. The University reserves the right to set separate contract goals on specific prime contracts with subcontracting possibilities based on the type of work or services or subcontractor availability.**

**Projected percentage of work for Consultant and Subconsultants stated in the CDB SF 255 form will be the expected minimum percentage goal(s) utilized in final executed contract documents should the firm be selected.**

For additional information on Processes, Policies and Tools for Professional Services Consultants contracting with the University of Illinois, see [www.uocpres.uillinois.edu/architects/](http://www.uocpres.uillinois.edu/architects/)

If you have any questions or concerns regarding the agreement or policies, please call the contact person listed prior to the submittal due date.

**PROTEST REVIEW OFFICE:** Vendors may submit a written protest to the Protest Review Office following the requirements of the Higher Education Standard Procurement Rules 44 ILL. ADMIN. CODE 4.5550. For protests related to specifications, the Protest Review Office must physically receive the protest no later than 14 days after the solicitation or related addendum was posted to the Bulletin. For protests related to rejection of individual proposals or awards, the protest must be received by close of business no later than 14 days after the protesting party knows or should have known of the facts giving rise to the protest. The Protest Review Office's information is as follows:

Chief Procurement Office  
Attn: Protest Review Office  
Suite 513 Stratton Office Building  
401 South Spring Street  
Springfield, IL 62706  
Phone: (217) 558-1393  
Facsimile: (217) 558-2164  
Illinois Relay: (800) 526-0844

If the protest is submitted via email, it must be sent to the following email address:  
EEE.LegalStaff@illinois.gov

*Highlighted areas in gray on the electronic boilerplate are for input by the Campus Construction Units.*